



**Position:** Administrative Assistant II

**Requisition ID:** 136489

**Location:** El Monte, CA

**Pay:** \$15-\$16/hour depending on experience, full time!

PRIDE Industries is a fast paced company with a mission: To Create Jobs for People with Disabilities while providing high quality, value-added solutions to our nationwide customers. We are currently seeking an Administrative Assistant II to join our outstanding team in El Monte, CA.

**Job Description:**

This position will assist the Project Manager in receiving visitors, answering telephones, entering data, processing paperwork, scheduling meetings and maintaining documents and files.

Qualifications and duties include but may not be limited to the following:

- Greet visitors in person and over the telephone
- Coordinate office activities, schedules and appointments
- Process billing and accounts payable paperwork
- Log all requests for service, training, complaints and PM's in electronic system
- Support budgeting, personnel records, and payroll functions
- Orders and monitors supply usage

**Requirements:**

The qualified candidate will have strong communication and interpersonal skills, command of MS Office Suite (Word, Excel, Power Point, etc.), the ability to multi-task, anticipate and prioritize multiple projects and be organized.

**Benefits:**

If you are interested in working for this unique organization that blends business with a social mission, please apply here. Please include your Resume with a Cover Letter. PRIDE Industries is an equal opportunity employer dedicated to affirmative action, work-force diversity and a drug-free working environment. Visit our website to learn more!

**If you would like to apply to this position, please send your resume to [ngcajobs@ng.army.mil](mailto:ngcajobs@ng.army.mil) or go to website to register with the Work for Warriors Program at [www.calguard.ca.gov/EIP](http://www.calguard.ca.gov/EIP)**